

# Hours Not Worked Kentuckiana Works



KPI Owner: Cindy Read

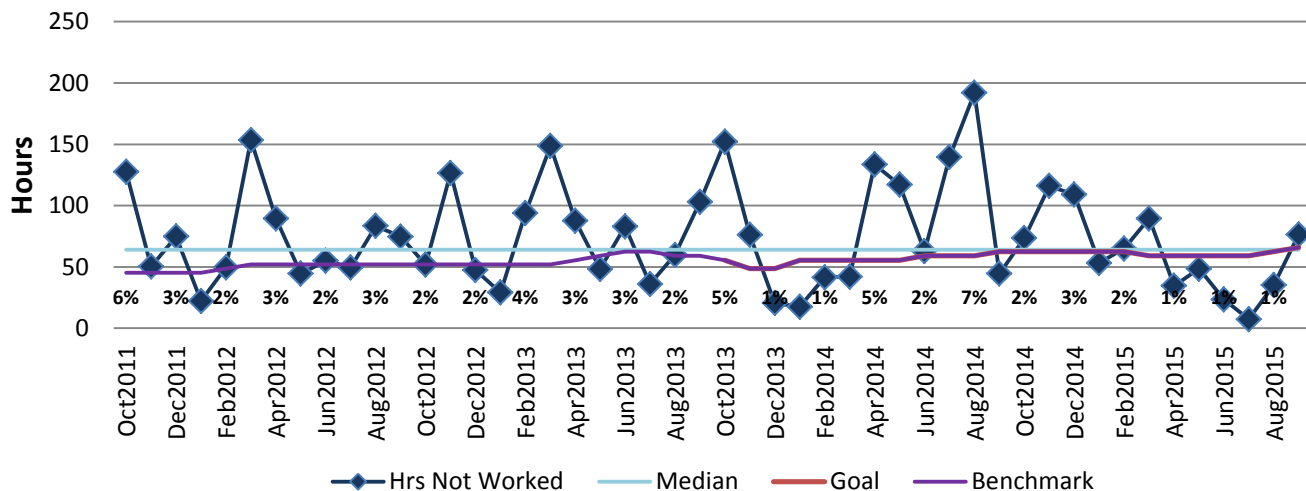
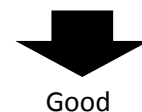
Process: Time & Attendance

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: Calendar Year 2013, 2.86% (896 hours) Goal: Compared to a baseline of 2.86%, reduce hours not worked to 2% of total hours worked in FY16 (July 2015-June 2016) Benchmark: Local Government rate of 2%	Data Source: Payable Time PeopleSoft Goal Source: Scope Summary Benchmark Source: Bureau Labor Statistics	Plan-Do-Check-Act Step 3: Determine and quantify root causes Measurement Method: Total # of hrs per month employees were not at work performing normal job functions (excludes vacations & holidays), rate calculated by dividing by total standard hours Why Measure: Better understand culture impact on employee attendance Next Improvement Step: Document root causes by person and determine what can be done to address the root causes

## How Are We Doing?

Oct2014-Sep2015 12 Month Goal	Oct2014-Sep2015 12 Month Actual		Sep2015 Goal	Sep2015 Actual	
<b>735</b>	<b>731</b>		<b>66</b>	<b>76</b>	
Hours	Hours		Hours	Hours	

## Hours Not Worked



## Oct2014-Sep2015 Pareto Analysis

